



**HEARING REPORTER
EXAM CODE: 2EQ06**

Department(s):	Board of Equalization
Opening Date:	February 17, 2012
Final Filing Date:	March 16, 2012
Type of Recruitment:	Departmental Open
Salary:	\$4771.00 to \$5798.00
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-time Limited Term Intermittent
Exam Type:	SPOT Exam Single Selection
Location(s):	Sacramento

INTRODUCTION

Note: This examination does not have an "Apply Online" feature.

NOTE: ONE-DAY FILE-IN-PERSON on March 16, 2012

If you have previously filed an application on March 5, 2012, you do not need to reapply.

EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

DRUG FREE STATEMENT

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

WHO SHOULD APPLY

Applicants who meet the minimum qualifications (entrance requirements) as stated below as of **April 14, 2012** the performance test date.

FILING INSTRUCTIONS

Final Filing Date: **March 16, 2012**

THIS IS A ONE-DAY FILE-IN-PERSON. EACH APPLICANT MUST APPEAR IN PERSON. Applications will be accepted only on **March 16, 2012 between the hours of 8:00 a.m. and 4:00 p.m. at the following location:**

**BOARD OF EQUALIZATION
450 N STREET
FIRST FLOOR RECEPTION OFFICE, RM 105
SACRAMENTO, CA 95814**

If you have previously filed an application on March 5, 2012, you do not need to reapply.

Applicants are required to bring either a photo identification card or two forms of signed identification to the file-in-person.

State Applications (Form STD. 678) must be delivered in person to the above street address. Applications are available at www.jobs.ca.gov, State Personnel Board offices, local offices of the Employment Development Department and the testing department on this job bulletin.

Do not submit applications to the State Personnel Board.

SPECIAL TESTING ARRANGEMENTS

If you are disabled and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination.

ELIGIBLE LIST INFORMATION

A departmental open eligible list will be established for the Board of Equalization for Sacramento only. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements as stated on the examination announcement by **April 14, 2012** the performance test date. All applications/resumes must include "to" and "from" dates (month/day/year), time base, and civil service class title (**not working title**). **Applications/resumes received without this information will be rejected.**

MINIMUM QUALIFICATIONS

All applications must meet the entrance requirements for this examination by **April 14, 2012** the performance test date.

Experience: Either

1. One year of experience taking and transcribing verbatim accounts of conferences, hearings, proceedings, trials, and other formal meetings in shorthand or machine shorthand writing; **or**
2. Possession of a State of California License as a Certified Shorthand Reporter; **or**
2. Possession of a Certificate of Proficiency or a Certificate of Merit issued by the National Shorthand Reporters' Association (NSRA).

(Completion of eighteen months of full-time study at a school specializing in Hearing Reporter training may be substituted for not more than half of the required experience under Pattern I.)

KNOWLEDGE AND ABILITIES

A wide knowledge of: Grammar and spelling and possession of vocabulary; legal, medical, and other technical terminology; customary hearing procedures.

Ability to: Read and write English at a level required for successful job performance; take dictation at the rate of 200 words per minute in shorthand or machine shorthand writing; record hearings verbatim continuously for several hours, and transcribe notes with skill, speed, and accuracy after an interval of time; type at a rate of not less than fifty net words a minute; dictate accurately and clearly from notes; adapt to changing situations and maintain a calm and even disposition under trying circumstances; follow oral and written directions

VETERANS PREFERENCE

Veterans' preference points will be added to the final score of all successful competitors who qualify for, and have requested, these points. Due to law changes effective January 1, 1996, veteran's credit will not be awarded once a veteran achieves permanent civil service status.

CAREER CREDITS

Career Credits do not apply and will not be added to the final score of this examination.

SELECTION PLAN

A Performance Test will be conducted on **April 14, 2012**. (Additional test dates may be required depending on the candidate pool).

The exam will be held in **Stockton, CA**.

DICTATION/TRANSCRIPTION-100%

This test will consist of 12 minutes of 4-voice dictation given at a rate of 200 words per minute. One test will be dictated and the candidate will transcribe one test. In order to obtain a position on the eligibility list, the candidate must transcribe at a 97.5% minimum accuracy level. 10 minutes of the dictation will be scored. **COMPETITORS WHO DO NOT APPEAR FOR THE PERFORMANCE TEST WILL BE DISQUALIFIED**

EXAMINATION INFORMATION

Candidates who meet the requirements for admittance to the Examination (minimum qualifications) will be scheduled for a performance test on **April 14, 2012**.

This examination will consist of a **100% performance test only**. In order to obtain a position on the eligible list, a minimum rating of 97.5% must be attained.

SPECIAL PERSONAL CHARACTERISTICS

Willingness to travel throughout the State, poise, and normal hearing.

ADDITIONAL DESIRABLE QUALIFICATIONS

Education equivalent to completion of the twelfth grade.

POSITION DESCRIPTION

A Hearing Reporter takes verbatim accounts of conferences, hearings, proceedings, trials, and other formal or informal meetings in machine shorthand writing; properly identifies speakers and notes the introduction of exhibits and other matters; takes depositions and the testimony of witnesses on a variety of subject matter within a number of fields of work; transcribes notes using computer aided transcription (CAT); frequently working to meet fixed deadlines, prepares a complete transcript of evidence and testimony; frequently travels to various locations to record proceedings and hearings; appears before quasijudicial bodies or other formal groups to read shorthand notes; takes and transcribes dictated summaries of minutes of meetings, and performs incidental related clerical and stenographic work.

SPECIAL REQUIREMENTS

A maximum 2 ½ hours of transcription will be allowed. Candidates must bring their own stenotype machines.

Candidates must bring their own computer containing computer-aided transcription (CAT) software and PC-formatted diskette or CD.

Candidates are responsible for the proper functioning of their own equipment. Candidates may bring their own dictionaries.

PLEASE NOTE:

CANDIDATES MUST CARE FOR THEIR OWN EQUIPMENT. IF A CANDIDATE'S EQUIPMENT MALFUNCTIONS, REPLACEMENT EQUIPMENT WILL NOT BE PROVIDED.

PAPER WILL BE PROVIDED BY TESTING DEPARTMENT.

TYPED TRANSCRIPTS OF THE TEST WILL NOT BE ACCEPTED.

CONTACT INFORMATION

If you have questions concerning this examination, please call the California State Board of Equalization, Examination and Recruitment Section at (916) 324-4807. You may also contact the California State Board of Equalization in writing at 450 N Street, MIC 17, Sacramento, CA 95814.

DISCLAIMER

Please click on the link below to review the official California State Personnel Board class specification:

<http://spb.ca.gov/jobs/resources/jobspecs.htm>

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact the Board of Equalization three days prior to the written test date if he/she has not received his/her notice of appointment.

For an examination without a written feature, it is the candidate's responsibility to contact the Board of Equalization three weeks after the final filing date if he/she has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available at www.jobs.ca.gov, State Personnel Board offices, local offices of the Employment Development Department and the testing department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The testing department reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

If Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices, at the State Personnel Board office or www.jobs.ca.gov.

If High School Equivalence is Required: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

College Education: The qualifications meeting the requirement "Equivalent to graduation from college" means satisfaction of the requirements for the bachelor's degree from an accredited, recognized institution of higher education. This means the applicant must show receipt of a bachelor's degree. Acceptable college course work must be from an accredited, recognized institution approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94712.

Veterans' Preference Points: California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in Open entrance and Open, Non-Promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for and have requested these points by mail. In Open (only) entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, widows, and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. In Open, Non-Promotional entrance examinations, Veterans' Preference Points are granted as follows: 5 points for veterans and 10 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans' Preference Points. Permanent State civil service status means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the State Personnel Board (SPB). Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (STD. Form 1093) which is available at www.spb.ca.gov or from the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814 and the Department of Veterans Affairs.

TTY is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device. Calls may be placed using the following relay system.

California Relay Telephone Service for the Deaf or Hearing Impaired:
From TDD phones 1-800-735-2929 or from voice phones 1-800-735-2022
